



**DEFENSE LOGISTICS AGENCY**  
**THE DEFENSE CONTRACT MANAGEMENT COMMAND**  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY  
REFER TO

AQOC

JAN 15 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 97-05, Policy Guidance for Payment of Synopsis in  
Commerce Business Daily (CBD) (POLICY)**

This is a POLICY memorandum. It expires when contents are included in the DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target audience: All DCMC Administrative Contracting Officers and Contract Administrators.

Contract Administration Offices (CAOs) synopsize post-award actions in the CBD on a limited basis. A good example would be an order under a Basic Ordering Agreement where we notify firms of subcontracting opportunities. This memorandum is to establish the process to be utilized to ensure proper billing and payment for synopses published in the CBD.

By letter dated July 20, 1995 (Attachment 1), the United States Government Printing Office (GPO) advised that, beginning October 1995, CBD advertisers would be assessed an \$18.00 advertisement fee for each synopsis printed in the CBD. To summarize that letter, the CBD is no longer funded by an appropriation made to the Department of Commerce. Therefore, advertisers are required to absorb the cost. GPO performs the billing and collection functions for the Department of Commerce. They assign a nine-character Commerce Billing Address Code (CBAC) to identify Government organizations submitting advertisements. The CBAC is used in lieu of the old Federal Information Processing Standard (FIPS). This change was incorporated into Federal Acquisition Regulation 5.207(b)(4) and (b)(6) by Federal Acquisition Circular 90-32. After advertisement completion, the advertiser is billed according to the CBAC for payment of the synopsis ad.

Four payment options are available to pay for the advertisements: (1) Visa IMPAC credit card, (2) GPO Deposit Account, (3) Treasury On-line Processing and Collection (OPAC) system and (4) the least preferred method, by check. The DLA's Office of Comptroller encourages the use of the IMPAC credit card as the preferred method of payment because its use is effective, efficient and reduces administrative costs. To enable GPO to automatically charge the CAO's IMPAC credit card, the following must be faxed to GPO, Mr. Jim Hix, at (202) 512-1371:

CAO Name;

CAO Address;

Name and phone number of person GPO should use as the CAO contact point;

Statement authorizing GPO to automatically charge the credit card;

Type of credit card (e.g., Visa, Master Card, IMPAC);

Credit card number;

Credit card expiration date; and

Commerce Billing Address Code (CBAC).

Mr. Hix can be reached at (202) 512-2083 to verify receipt of this information.

Attachment 2 states that the GPO is currently charging an \$18.00 advertisement fee when the request for synopsis is submitted on hard copy and a \$5.00 advertisement fee when the request for synopsis is submitted using the CBD World Wide Web (WWW) Site or using Internet Email. Consequently, electronic requests are the preferred method. Instructions for using the CBD WWW Site and Internet Email are in Attachment 2. The GPO fee for a synopsis is to be charged as part of a CAO's normal operating costs.

Point of contact for this issue is Mr. Steven W. Swart, Business Practices and Contract Payment Team, DSN 427-3389 or (703) 767-3389.

A handwritten signature in black ink, appearing to read 'Robert W. Drewes', with a long horizontal flourish extending to the right.

ROBERT W. DREWES  
Major General, USAF  
Commander

Attachments



United States Government Printing Office  
Washington, DC 20401

JUL 20 1995

Dear Commerce Business Daily Advertiser:

The Commerce Business Daily (CBD) is funded by an appropriation made to the Department of Commerce. Beginning in Fiscal Year 1996, this appropriation will no longer be available. Therefore, effective October 1, 1995, each advertiser will be required to pay \$18.00 per advertisement in the CBD in order to reimburse the Department of Commerce for printing the CBD. The U.S. Government Printing Office (GPO) will handle the billing and collection functions for the Department of Commerce.

Each organization advertising in the CBD will be assigned a nine-character Billing Address Code (BAC) by GPO. The BAC is used to identify the Government organization submitting the advertisement for billing purposes. If the office submitting the advertisement and the payment office are different, please let us know so that we can have invoices sent to the proper office. The attached sample invoice shows an example of a BAC immediately preceding the billing address (GPO371000). GPO has assigned BACs for many of the current advertisers in the CBD and that number will be provided to you in the near future. If for some reason you do not receive your BAC, please call Jim Hix at GPO on 1-800-567-8GPO (from outside Washington, DC, area) or 202-512-2083 (from within Washington, DC, area). Any other questions can also be addressed to Mr. Hix.

Please begin ASAP inserting your GPO BAC in Format Item Number Four for all submissions to the CBD. Please stop inserting your FIPS number in Format Item Number Four. The FIPS NUMBER IS NO LONGER REQUIRED. Enclosed, for your information is a sample CBD notice with the new GPO BAC code in Format Item Number Four. Also, we recommend that your organization contact your current CBD electronic submission service to determine if any special procedures are required to insert your GPO BAC in Format Item Number Four. For example, some electronic submission services may automatically insert all or part of your organization's GPO BAC. So, please contact them for specific guidance.

It is important that you contact your accounting/budget staff as soon as possible to obligate the funds needed to pay for your advertisements in the CBD for the coming year. When the invoice

Attachment 1 pg 1

JAN 18 '95 8:12

703 757 1401 PAGE 00

arrives for your advertisements, please ensure that the invoice is forwarded to the proper office so that payment can be effected. If payment is not received, the Department of Commerce will not allow you to advertise in the CBD until the bill is paid, which could put your agency in violation of Federal Procurement Regulations.

#### INVOICE OPTIONS

There are two options for the type of invoice you can receive. You can receive the invoice on paper or electronically. The electronic invoice will allow you to load the accounting information directly into your accounting system and save the resources required to input the billing data.

#### PAYMENT OPTIONS

GPO has four payment options to make it as convenient as possible for you to pay for the CBD advertisements. PLEASE CONTACT YOUR ACCOUNTING/BUDGET STAFF TO ENSURE THAT YOUR SELECTION OF PAYMENT OPTION IS CONSISTENT WITH YOUR AGENCY'S POLICY. As noted above, if payment is not received, the Department of Commerce will not allow you to advertise in the CBD until the bill is paid, which could put your agency in violation of Federal Procurement Regulations. Please ensure that the Federal Procurement process is not adversely affected by this change. Please coordinate within your agency to use the most efficient payment method.

I. The VISA IMPAC credit card is the easiest and preferred method of payment. This method has been endorsed by President Clinton and Vice President Gore in the publication, "The Government Purchase Card," dated September 1994, as part of their reinventing government program. Also, the Acquisition Management and Oversight Office of the Department of Defense issued a report, dated September 2, 1994, stating that they used the VISA IMPAC credit card which made their operation more efficient and effective in addition to saving a substantial amount of money in administrative costs.

There are three ways to pay an invoice with a credit card:

- 1) You can provide the credit card number and expiration date up front, and we will send you a paid invoice. The credit card company will give you a monthly statement which you can match up with the paid invoices you receive from GPO.
- 2) You can call GPO after you receive your invoices and inform us which invoices you want to pay with your credit card.

att 1 pg 2

3) You can send the invoice back to GPO along with your credit card number authorizing us to charge your credit card.

- II. You can establish a Deposit Account at GPO. Under this system, your Agency deposits an amount of money at GPO and as your invoices are processed the appropriate amount is deducted from your account. Each month, GPO will send you a statement showing the deductions from the account and your balance. You will also receive a copy of each invoice which will be marked "PAID - DEPOSIT ACCOUNT."

III. Treasury's Online Processing and Collection (OPAC) system is another method of paying for the CBD advertisements. Under this system, GPO would send you a monthly invoice marked "Paid through OPAC" and Treasury would transfer the invoice amount from your appropriation account into GPO's account.

IV. The last and least preferred method of payment is by check. Under this method, we ask that you return a copy of the invoice and a check for the amount of the invoice to GPO. This method consumes a considerable amount of administrative resources at your agency, GPO, and Department of the Treasury.

If you have any questions regarding the billing or payment procedures, please contact GPO's Accounts Receivable Section on 1-800-567-8GPO for those outside the Washington, DC, area and 202-512-2083 for those within the Washington, DC, area.

Sincerely,

  
ROBERT B. HOLSTEIN  
Comptroller

Att 1 pg 3



United States Government Printing Office  
Washington, DC 20401

AUG 02 1995

Dear Commerce Business Daily Advertiser:

The Commerce Business Daily (CBD) is funded by an appropriation made to the Department of Commerce. Beginning in Fiscal Year 1996, this appropriation will no longer be available. Therefore, effective October 1, 1995, each advertiser will be required to pay \$18.00 per advertisement in the CBD in order to reimburse the Department of Commerce for printing the CBD. The U.S. Government Printing Office (GPO) will handle the billing and collection functions for the Department of Commerce.

Each organization-advertising in the CBD will be assigned a nine-character Billing Address Code (BAC) by GPO. The BAC is used to identify the Government organization submitting the advertisement for billing purposes. If the office submitting the advertisement and the payment office are different, please let us know so that we can have invoices sent to the proper office. The enclosed sample invoice shows your BAC in the upper left hand corner just above your agency's billing address. For questions about BACs, please call Jim Hix at GPO on 1-800-567-8GPO (from outside Washington, DC, area) or 202-512-2083 (from within Washington, DC, area). Any other questions can also be addressed to Mr. Hix.

Please begin ASAP inserting your GPO BAC in Format Item Number Four for all submissions to the CBD. Please stop inserting your FIPS number in Format Item Number Four. The FIPS NUMBER IS NO LONGER REQUIRED. Enclosed, for your information is a sample CBD notice with the new GPO BAC code in Format Item Number Four. Also, we recommend that your organization contact your current CBD electronic submission service to determine if any special procedures are required to insert your GPO BAC in Format Item Number Four. For example, some electronic submission services may automatically insert all or part of your organization's GPO BAC. So, please contact them for specific guidance.

It is important that you contact your accounting/budget staff as soon as possible to obligate the funds needed to pay for your advertisements in the CBD for the coming year. When the invoice arrives for your advertisements, please ensure that the invoice is forwarded to the proper office so that payment can be effected. If payment is not received, the Department of Commerce

274 1894

Page 2

will not allow you to advertise in the CBD until the bill is paid, which could put your agency in violation of Federal Procurement Regulations.

#### INVOICE OPTIONS

There are two options for the type of invoice you can received. You can receive the invoice on paper or electronically. The electronic invoice will allow you to load the accounting information directly into your accounting system and save the resources required to input the billing data.

#### PAYMENT OPTIONS

GPO has four payment options to make it as convenient as possible for you to pay for the CBD advertisements. PLEASE CONTACT YOUR ACCOUNTING/BUDGET STAFF TO ENSURE THAT YOUR SELECTION OF PAYMENT OPTION IS CONSISTENT WITH YOUR AGENCY'S POLICY. As noted above, if payment is not received, the Department of Commerce will not allow you to advertise in the CBD until the bill is paid, which could put your agency in violation of Federal Procurement Regulations. Please ensure that the Federal Procurement Process is not adversely affected by this change. Please coordinate within your agency to use the most efficient payment method.

I. The VISA IMFAC credit card is the easiest and preferred method of payment. This method has been endorsed by President Clinton and Vice President Gore in the publication, "The Government Purchase Card," dated September 1994, as part of their reinventing government program. Also, the Acquisition Management and Oversight Office of the Department of Defense issued a report, dated September 2, 1994, stating that they used the VISA IMFAC credit card which made their operation more efficient and effective in addition to saving a substantial amount of money in administrative costs.

There are three ways to pay an invoice with a credit card:

- 1) You can provide the credit card number and expiration date up front, and we will send you a paid invoice. The credit card company will give you a monthly statement which you can match up with the paid invoices you receive from GPO.
- 2) You can call GPO after you receive your invoices and inform us which invoices you want to pay with your credit card.

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Page 3

3) You can send the invoice back to GPO along with your credit card number authorizing us to charge your credit card.

II. You can establish a Deposit Account at GPO. Under this system, your Agency deposits an amount of money at GPO and as your invoices are processed the appropriate amount is deducted from your account. Each month, GPO will send you a statement showing the deductions from the account and your balance. You will also receive a copy of each invoice which will be marked "PAID - DEPOSIT ACCOUNT."

III. Treasury's Online Processing and Collection (OPAC) system is another method of paying for the CBD advertisements. Under this system, GPO would send you a monthly invoice marked "Paid through OPAC" and Treasury would transfer the invoice amount from your appropriation account into GPO's account.

IV. The last and least preferred method of payment is by check. Under this method, we ask that you return a copy of the invoice and a check for the amount of the invoice to GPO. This method consumes a considerable amount of administrative resources at your agency, GPO, and Department of the Treasury.

If you have any questions regarding the billing or payment procedures, please contact GPO's Accounts Receivable Section on 1-800-567-8GPO for those outside the Washington, DC, area and 202-512-2083 for those within the Washington, DC, area.

Sincerely,

  
ROBERT B. HOLSTEIN  
Comptroller

Att: [Signature]





United States Government Printing Office  
Washington, DC 20401

OCT 7 1995

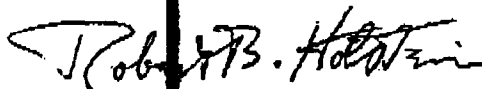
Dear Commerce Business Daily Advertiser:

This is the final sample invoice you will receive as part of our testing of the new Commerce Business Daily (CBD) billing system. The next invoice you receive will be an actual invoice or advice of payment and will be for synopses placed in the CBD beginning October 1, 1995. This invoice which should arrive in three or four weeks will be due and payable upon receipt. Failure to pay the invoice could result in your organization being excluded from future advertising in the CBD.

If you transmit your synopses electronically, it is mandatory that the entire 9-character GPO Billing Address Code (BAC) be received in its entirety by the typesetter in Chicago. This BAC must be inserted in block number 4 and there are no spaces, hyphens, or other punctuation allowed in this code. If the entire code will not fit in block 4, your electronic transmission service must find a solution to the problem in order to have your synopses accepted and published in the Commerce Business Daily. The same rules for the format of the BAC apply if you submit your CBD synopses in a paper format.

If you have not received your 9 character BAC or if you have any questions, please contact Jack Austin at (202) 512-2076.

Sincerely,

  
ROBERT B. HOLSTEIN  
Comptroller



UNITED STATES DEPARTMENT OF COMMERCE

MEMORANDUM FOR: See Attached

FROM: U.S. Department of Commerce  
Commerce Business Daily (CBD)  
P.O. Box 5999  
Chicago, IL 60680

**The attached synopsis has not been published by the CBD staff because it is not in the correct format, see FAR 5.207. You must correct the synopsis and resubmit it for publication.**

The synopsis is not in the correct format for the following reason(s):

- ☒ Failed to complete Item Four, GOVERNMENT PRINTING OFFICE (GPO) BILLING ACCOUNT CODE. The field length is nine alpha-numeric characters. Refer to the opposite page of this memorandum for an example. Contact the GPO's Office of Comptroller on (202) 512-2083 for additional information regarding your account code.
- ☐ Completely failed to use the correct format. All synopsis sent to the CBD must be in the standard seventeen item format.
- ☐ Failed to insert an acceptable CBD Classification Code in Format Items Six and Eight. For additional information reference Federal Acquisition Circular (FAC) 90-3.
- ☐ Failed to conclude each format item with two exclamation points, e.g., !!. Exception, do not conclude format item 17 with two exclamation points because format item 17 shall only be concluded with five asterisks, e.g., \*\*\*\*\*
- ☐ Failed to conclude the end of each synopsis with five asterisks, e.g., \*\*\*\*\*
- ☐ Failed to use appropriate line spacing. The text within format items must be single spaced and insert double-spaced lines between each completed format items.
- ☐ Failed to use appropriate margins, because the text following the first line of some format items was indented, see left margin.
- ☐ Failed to correctly complete Item Eight. Item Eight should only read as follows: a CBD Classification Code, followed by two hyphens, and a brief title description that does not exceed 200 textual characters.
- ☐ Failed to correctly complete Item Ten. The only acceptable text in Item Ten are (1) a six digit date, format MMDDYY; or (2) "N/A". Editorial suggestion, if a firm date for bids, proposals, or responses has not been established insert "N/A" in Item Ten and insert a narrative statement in Item 17 that explains when bids, proposals, or response may be due to the issuing department or agency.
- ☐ Failed to use appropriate spacing. Always begin each format item with the number of the item followed by a period (e.g., 1.). Then insert two spaces after the period and then insert the appropriate information for each format item.
- ☐ (Other): *Please see enclosed "Sample" Copy of an Award.*

Please refer to the opposite side of this memorandum for an example of a properly formatted synopsis.

The U.S. Department of Commerce and the U.S. Government Printing Office are responsible for the

UNITED STATES GOVERNMENT PRINTING OFFICE

BILLING ADDRESS CODE (CBAC)  
GPOMSC087

DATE  
01/03/96

INVOICE NUMBER  
CKE00950

DPRO GRUMMAN  
GRUMMAN AEROSPACE CORPORATION  
BETHPAGE, NY 11714-3593

COMMERCE BUSINESS DAILY  
MONTHLY BILL

PUBLICATION DATE	CLASS CODE	ACTION CODE	ABRIDGED TITLE FOLD HERE	SOLICITATION OR CONTRACT NUMBER	NUMBER
1-13-95	K	A	K -- MODIFICATION, ALTERA	N00019-94-G-0	28 (REV)

1 ADVERTISEMENTS AT \$18.00 EACH TOTAL BILL AMOUNT: \$18.00

PROMPT PAYMENT BY CHECK OR BANK CARD IS REQUIRED. CHECKS MUST DISPLAY INVOICE NO. CKE00950 AND BE MADE PAYABLE TO 'THE PUBLIC PRINTER.' MAIL CHECKS TO: U.S. GOVERNMENT PRINTING OFFICE, DISBURSING OFFICE, ROOM B-422, WASHINGTON, DC 20401. TO PHONE IN BANK CARD PAYMENTS OR TO INQUIRE ABOUT A BILL, CALL 1-800-567-8476. IN THE WASHINGTON AREA, CALL 202-512-2083.

FEB 2 '96 7:06

516 575 6527 PAGE.002

# **CBDNet Submission Instructions**

## **I. Preliminary Requirements**

- A. Regardless of the method used to submit CBD notices, the success of the entire CBD submission, publication, and billing process is dependent upon the use of a valid CBD billing address code (CBAC). All current CBD advertisers have a previously assigned CBAC. Any contracting offices wishing to publish in the CBD for the first time must call GPO's Accounts Receivable Section and request a CBAC. This office also handles any billing questions and can be reached Monday through Thursday from 7:30 a.m. - 5:00 p.m. EST at:

Toll Free	1-800 567-8476
Local	202-512-2083

## **B. Obtaining a Password**

*\*Passwords are required only for CBD notice submissions via the WWW and direct email submissions to GPO.*

1. Current CBD Contracting Offices: If you have already been assigned a CBAC, call GPO's Accounts Receivable Section, Monday through Thursday between 7:30 a.m. and 5:00 p.m. EST (1-800-567-8476) to obtain your password. You will be asked to specify your official office address for CBD notices. This is a permanent street address for your office, and cannot be altered each time you submit another notice.
2. Prospective CBD Contracting Offices: If you have not been assigned a CBAC, call GPO's Accounts Receivable Section, Monday through Thursday between 7:30 a.m. and 5:00 p.m. EST (1-800-567-8476) to obtain both your CBAC and your password. You are required to provide your office address and billing address, if the two are different.

## **II. Specific Instructions for each Submission Method**

### **A. Submitting Interactively on GPO's CBD WWW Site**

1. To submit notices via the WWW point to the following URL:

**<http://cbdnet.access.gpo.gov>**

2. The charge for each notice submitted via the WWW is \$5.00.

3. Submissions via the WWW received at GPO by 4 p.m. will be given priority consideration, within production constraints, for inclusion in the printed CBD.
4. Submission Procedure
  - a. Select the link "Enter a Notice" on the CBD CBAC/Password web page (<http://cbdnet.access.gpo.gov/password.html>) This page will, for security purposes, prompt you to type in your CBAC number and the password assigned by the GPO Accounts Receivable Office in the appropriate boxes. (PLEASE NOTE: This is case sensitive.) In addition, you will be asked to choose a submission type from a pull-down menu (Presolicitation Notice, Award Notice, Modification to a Previous Presolicitation Notice, Sources Sought Notice, Foreign Government Standard, Special Notice, or Sale of Surplus Property).
  - b. After your CBAC and password are accepted, and a submission type is selected, a data entry screen for you notice type will appear. Complete all fields and click on the "submit" button. You must complete all required fields in order for your submission to be accepted.

NOTE: The following fields cannot be entered in all capital letters: Point of Contact, Office Address, Description, and Awardee.

*\*Please note the number that is assigned to your web submission for reference purposes.*

5. If an error is detected in the data submitted, GPO will return it with "\*\*\*\*error\*\*\*\*" added to the field where the error occurred.

#### **B. Submitting via Commercial Email Online Service Providers**

1. Submit notices directly to your service provider.
2. GPO's charge for each notice submitted via email is \$5.00.
3. Submissions via email received at GPO by 4 p.m. will be given priority consideration, within production constraints, for inclusion in the printed CBD.

4. Instructions for formatting submissions will be provided by your email service provider.
5. If an error is detected in the data submitted, GPO will return it (to the service provider) with “\*\*\*error\*\*\*” added to the field where the error occurred.

### **C. Submitting via Internet Email (directly to GPO)**

1. If you wish to submit notices via email, send the notice in ASCII text format with the text of the notice embedded in the email message. (Do NOT send notices as attachments.) To submit notices via email directly to GPO use the following email address:

**cbd-submit@gpo.gov**

2. GPO’s charge to agencies for each notice submitted via email is \$5.00.
3. Submissions via email received at GPO by 4 p.m. will be given priority consideration, within production constraints, for inclusion in the printed CBD.
4. Follow the tagging scheme for the appropriate submission type (Presolicitation Notice, Award Notice, Modification to a Previous Presolicitation Notice, Sources Sought Notice, Foreign Government Standard, Special Notice, or Sale of Surplus Property) as shown in Attachments A-G. These examples show the maximum number of fields allowed for each type of request (all required and optional fields). *Note: Messages that contain lines over 900 characters long will be rejected.*

NOTE: The following fields cannot be entered in all capital letters: Point of Contact, Office Address, Description, and Awardee.

A list and description of each field is included as the last Attachment.

*\*Multiple submissions may be sent in one email message as long as the required tagging scheme is followed and each notice is complete.*

5. If an error is detected in the data submitted, GPO will return it with “\*\*\*error\*\*\*” added to the field where the error occurred.

### **D. Submitting in Manuscript Form**

1. To submit notices in manuscript form to GPO send to:

**Commerce Business Daily  
U.S. Government Printing Office  
P.O. Box 77880  
Washington, DC 20013-8880**

2. The charge for each notice submitted in manuscript form is \$18.00.
3. Manuscript submissions will appear in the printed CBD within 48 hours following receipt by GPO. Any excess copy will appear in the next consecutive CBD issue.
4. The format of manuscript submissions should follow the tagging scheme shown in Attachments A-G. Fields are defined in the last Attachment.

The *GPO Access* User Support Team will be available to answer any questions or address any concerns you may have regarding *CBDNet*. They are available via:

- Telephone: 1-888-293-6498, M-F from 7 a.m.-5 p.m., except for Federal holidays.
- FAX: 202-512-1262
- E-Mail: [cbd-support@gpo.gov](mailto:cbd-support@gpo.gov)

Detailed Tagging Scheme for a Presolicitation Notice

<PRESOL>  
<DATE>0521  
<YEAR>93  
<CBAC>GPO123456  
<PASSWORD>RJMTNP  
<ZIP>22030  
<CLASSCOD>B

<OFFADD>Office of Environmental Studies; 1323 Y Street; Washington, DC 22030

<SUBJECT>B--ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE  
DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE  
HOMELESS MENTALLY ILL POPULATION

<SOLNBR> 208-94-0008

<RESPDATE> 061394

<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist,  
301-443-5329, Contracting Officer - Beatrice L. Woods,  
301-443-0043.

<DESC>The Center for Mental Health Services is soliciting  
proposals on a full and open competitive basis from qualified  
organizations to award a 3 year contract to develop and  
disseminate new knowledge about effective approaches to providing  
comprehensive community-based services to persons with serious  
mental illnesses who are homeless.

<LINK>  
<URL><http://www.abc.gov>  
<DESC>Center for Mental Health

<EMAIL>  
<ADDRESS>johndoe@usa.gov  
<DESC>Center for Mental Health

</PRESOL>



Detailed Tagging Scheme for an Award Notice

<AWARD>  
<DATE>0521  
<YEAR>93  
<CBAC>GPO123456  
<PASSWORD>RJMTNP  
<ZIP>22030  
<CLASSCOD>A

<OFFADD>Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, OH  
22030

<SUBJECT>A--AMPLIFIER, INTERMEDIATE FREQUENCY

<CONTACT> Michele A Martin, Contract Specialist, Defense Electronics Supply  
Center (405)123-4567

<AWDNBR>SP0970-94-C-2102/SP0900-93-R-B419

<AWDAMT>\$89,856.00

<LINENBR> 0001

<AWDDATE> 040794

<AWARDEE> St Olektron Corp, Sub Of Signal Technologies, 28 Tozer Rd, Beverly  
MA 01915-5579

<LINK>  
<URL><http://www.fed.gov.gov>  
<DESC>Defense Electronics Supply Center

<EMAIL>  
<ADDRESS> johndoe@usa.gov  
<DESC>Defense Electronics Supply Center

</AWARD>

Detailed Tagging Scheme for a  
Modification to a Previous Presolicitation Notice:

<MOD>  
<DATE>0521  
<YEAR>93  
<CBAC>GPO123456  
<PASSWORD>RJMTNP  
<CLASSCOD>B

<OFFADD>Office of Environmental Studies; 1323 Y Street; Washington, DC 22030

<SUBJECT>B--ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE  
DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE  
HOMELESS MENTALLY ILL POPULATION

<SOLNBR> 208-94-0008

<RESPDATE> 061394

<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist,  
301-443-5329, Contracting Officer - Beatrice L. Woods,  
301-443-0043

<DESC>The Center for Mental Health Services is soliciting proposals on a full and open competitive basis from qualified organizations to award a 3 year contract to develop and disseminate new knowledge about effective approaches to providing comprehensive community-based services to persons with serious mental illnesses who are homeless. The priority audience to benefit from these activities are program grantees receiving demonstration or formula grants who must have access to state-of-the-art knowledge about services to homeless persons with mental illnesses. The offeror must be knowledgeable and have a track record of accomplishments in providing technical assistance at the State and local service delivery level related to homelessness and serious mental illness, including study methodology, service delivery, program administration, and application of results. The successful offeror must be knowledgeable concerning the clinical characteristics of the population, individual and organizational services providers who deliver traditional or innovative services, published and unpublished researchers who are contributing to the scientific literature on the population and services, and the consumer movement as it relates to homelessness. The contract will provide on-site consultation to designated demonstration grantees, support limited training in service and administrative

issues related to programs for persons with serious mental illnesses who are homeless, support a bibliographic data base, develop state-of-the-art substantive papers on service delivery to the population, and convene workshops to advance services policy formulation. It is essential that the personnel involved in this contract exhibit competencies appropriate to the unique needs and complexities of homeless persons who have serious mental illnesses. Input and involvement from providers at the State and local levels, researchers, and consumers of services to homeless persons with serious mental illnesses will be essential to the success of the contract. Estimated issuance date of RFP No. 280-94-0008 is May 2 1994 and responses are due to be received in the Contracting Office approximately 45 calendar days thereafter. Requests for copies of solicitations will be honored if received within twenty calendar days after issuance of the solicitation. Requests received after this period will be filled on a first-come, first-served basis until the supply is exhausted: however, there is no assurance that copies requested after the twentieth day will reach the requester before the due date for receipt of responses. Requests shall be forwarded to the attention of Mary Ann Deal, Contract Specialist, Contracts Management Unit, Center for Mental Health Services, 5600 Fishers Lane, Parklawn Building, Room 15-81, Rockville, Maryland 20857. Telephone requests will not be honored.

<LINK>

<URL><http://www.ghi.gov>

<DESC>Center for Mental Health

<EMAIL>

<ADDRESS> [johndoe@usa.gov](mailto:johndoe@usa.gov)

<DESC>Center for Mental Health

</MOD>

Detailed Tagging Scheme for a Sources Sought Notice

<SRCSGT>  
<DATE>0521  
<YEAR>93  
<CBAC>GPO123456  
<PASSWORD>RJMTNP  
<ZIP>22030  
<CLASSCOD>B

<OFFADD>Office of Environmental Studies; 1323 Y Street; Washington, DC 22030

<SUBJECT>B --ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE  
DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE  
HOMELESS MENTALLY ILL POPULATION

<SOLNBR> 208-94-0008

<RESPDATE> 061394

<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist,  
301-443-5329, Contracting Officer - Beatrice L. Woods,  
301-443-0043

<DESC>CORRECTION: This action previously published in the Commerce  
Business Daily is hereby corrected to add the following statement: ``This acquisition  
is unrestricted and open to both small and large business concerns."`

<LINK>  
<URL><http://www.jkl.gov>  
<DESC>Office of Environmental Studies

<EMAIL>  
<ADDRESS> johndoe@usa.gov  
<DESC>Office of Environmental Studies

</SRCSGT>

Detailed Tagging Scheme for a Special Notice

<SNOTE>  
<DATE>0521  
<YEAR>93  
<CBAC>GPO123456  
<PASSWORD>RJMTNP  
<SUBJECT>THE DEPT. OF THE TREASURY TECHNOLOGY EXPO:  
WASHINGTON, D.C. TUESDAY, JULY 30, 1996  
<DESC>A one day technology exhibit will be held at the Department of the  
Treasury/IRS on July 30, 1996, from 10:00am to 2:00pm. Some of the technologies  
requested include: INFOSEC, distributive information systems, Internet, CD-ROM,  
imaging, barcoding, document management, communications, and computer-based  
training. For more information on requested technologies or exhibit registration,  
please contact Tina Hose at (800)878-2940 at extension 212.  
  
<LINK>  
<URL><http://www.mno.gov>  
<DESC>Treasury Technology Expo  
  
<EMAIL>  
<ADDRESS> johndoe@usa.gov  
<DESC>Treasury Technology Expo  
  
</SNOTE>

Detailed Tagging Scheme for a Foreign Government Standard

<FSTD>  
<DATE>0521  
<YEAR>93  
<CBAC>GPO123456  
<PASSWORD>RJMTNP  
<SUBJECT>EUROPEAN COMMUNITY: HOUSEHOLD LAMPS  
<DESC>The following notification is being circulated in accordance with Article 10.6. G/TBT/Notif.96.235. 1. Member to Agreement notifying: European community. If applicable, name of local government involved (Articles 3.2 and 7.2):  
2. Agency responsible: European Commission, Agency or authority designated to handle comments regarding the notification can be indicated if different from above.  
  
<LINK>  
<URL><http://www.mno.gov>  
<DESC>Household lamps  
  
<EMAIL>  
<ADDRESS> johndoe@usa.gov  
<DESC>Household lamps  
  
</FSTD>

Detailed Tagging Scheme for a Sale of Surplus Property

<SSALE>  
<DATE>0624  
<YEAR>96  
<CBAC>GPO361079  
<PASSWORD>RJMTNP  
<ZIP>95150

<OFFADD>Litton Applied Technology Division (LATD) for - DCMC-SF,  
DCMDW-GFOS/PLCO 1265 Borregas Ave, Sunnyvale, CA 95150

<SUBJECT>SEALED BID SALE OF MISCELLANEOUS U.S. GOVERNMENT  
PROPERTY

<CONTACT>Contact point - Litton Applied Technology 4747 Hellyer Ave., P.O.  
Bpx 7012, San Jose, CA 95159-7012 Margie Grimm Extension 4198 - Mail Stop No.  
114.

<DESC>A public sealed bid of HP computer hardware, military flight and test  
equipment original acquisition value of \$1.5M, will be held at LATD's Warehouse,  
etc. etc.

<LINK>  
<URL><http://www.mno.gov>  
<DESC>Sealed Bid Sale

<EMAIL>  
<ADDRESS> johndoe@usa.gov  
<DESC>Sealed Bid Sale

</SSALE>

# Preparation of Notices to the CBD

## 1. Action Code

A abbreviation identifying the type of action for the synopsis. The choices are the following:

<PRESOL>	=	Presolicitation Notice*
<AWARD>	=	Award Notice
<MOD>	=	Modification to a Previous Presolicitation Notice
<SRCSGT>	=	Sources Sought Notice
<SNOTE>	=	Special Notice
<FSTD>	=	Foreign Government Standard
<SSALE>	=	Sale of Surplus Property

*\* Includes sole source contracts and other proposed contract actions.*

## 2. Date

Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day (MMDD).

## 3. Year

Year synopsis is submitted. Insert two digits for the year (1996 will be 96).

## 4. Government Printing Office (GPO) Billing Account Code

The originating office's account number used by GPO for billing and collection purposes. The field length is nine alpha numeric characters. The first three characters entered are "GPO" and then the following six characters are the numeric account number. Agencies should contact the GPO's Office of the Comptroller on (202) 512-2083 for additional information.

## 5. Password

For submissions submitted via email or the World Wide Web. For more information see CBDNet instructions for email and Web submissions.

## 6. Zip Code

The Contracting Office's zip code.

## 7. Classification Code

Select the correct service or supply that the synopsis should be listed under. Insert either one alphabetic code or a two digit code.



- 8. Office Address** The complete address of the contracting office.
- 9. Subject** Insert the classification code from item 6, two hyphens, and a brief title description of the synopsis.
- 10. Solicitation Number** Your organization's reference number for the synopsis.  
Note: This field is required for the Presolicitation and Modification to a Previous Presolicitation Notice.  
*(Optional for other types of notices)*
- 11. Response Date** The deadline for the receipt of bids. Insert a six digit date (September 1, 1996 should be 090196). Leave blank if a definite response date has not been established and insert narrative information in format item number 18 (description).  
NOTE: This field is required for the Presolicitation, Modification to a Previous Presolicitation and Sources Sought Notices. *(It is optional for other types of notices)*
- 12. Contact Points** The names and phone numbers of officials to contact in regard to this synopsis.
- 13. Contract Award Number** For awards only, your organization's reference number.
- 14. Contract Award Dollar Amount** For awards only, the value of the contract. Also, insert a "\$" before the digits.
- 15. Contract Line Item Number** For awards only, when appropriate, list the contract's appropriate line item number.
- 16. Contract Award Date** For awards only, insert a six digit date (For example, September 25, 1993 should be 092593).
- 17. Contractor** For awards notices only, the name and address of the awardee.
- 18. Description** The narrative description of the procurement action. Always use grammatically correct capitalization in the item. Never insert the narrative in all uppercase. Do not use this field for award submissions.

## 19. Link

This field is comprised of two subfields which correspond to each other. As a result, both subfields must be completed.  
(optional)

- |           |   |
|-----------|---|
| sublink 1 | URL - The Government Agency's WWW URL which will be listed in the background (invisible to the user). |
| sublink 2 | DESCRIPTION - Visible hypertext provided to the user for linking to the related document.             |

## 20. Email

This field is comprised of two subfields which correspond to each other. As a result, both subfields must be completed.  
(optional)

- |           |  |
|-----------|--|
| sublink 1 | ADDRESS- The Government Agency contact's email address which will be listed in the background (invisible to the user). |
| sublink 2 | DESCRIPTION - Visible hypertext provided to the user for linking to the related agency contact.                        |

## 21. Action End Tag

A abbreviation identifying the type of action for the synopsis.  
The choices are the following:

- |           |   |  |
|-----------|---|--|
| </PRESOL> | = | Presolicitation Notice*                              |
| </AWARD>  | = | Award Notice   |
| </MOD>    | = | Modification to a Previous<br>Presolicitation Notice |
| </SRCSGT> | = | Sources Sought Notice                                |
| </SNOTE>  | = | Special Notice                                       |
| </FSTD>   | = | Foreign Government Standard                          |
| </SSALE>  | = | Sale of Surplus Property                             |

*\* Includes sole source contracts and other proposed contract actions.*